



Registration and Certification Policy

Date: September 2022

Date of last review: September 2023

Aims:

- 1) To register individual learners to the correct programme within agreed timescales.
- 2) To enter individual learners for assessment, where required, by published deadlines.
- 3) To claim valid learner certificates within agreed timescales
- 4) To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

To do this, St Thomas More High School will:

- Register each learner within the awarding body requirements
- Register each learner on the appropriate programme code, before any assessment activity is completed
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status
- Ensure timely entries are made for all PSAs and External assessments
- Inform the awarding body of withdrawals, transfers, or changes to learner details
- Ensure registration data on Edexcel Online is accurate and up to date, including learner 'estimated completion dates'
- Ensure that certificate claims are timely to meet Pearson published deadlines
- Provide a mechanism for programme leads to check the accuracy of individual learner entries
- Audit certificate claims made to the awarding body
- Audit the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification, in line with Pearson Terms and Conditions

St Thomas More High School Procedures:

- Registration of learners- The Quality Nominee and Exams officer liaise with programme leaders to ensure timely and accurate registrations. The Exams officer makes all BTEC registrations by **Wednesday 1st November 2023**.
- Transfer or Withdrawal of learners- The Programme Leader must inform the Quality Nominee and Exams officer of any learner Transfer or withdrawal as

soon as possible. The Exams office will then update this information on Edexcel online. Learner registrations will be checked regularly to ensure data is always correct.

- Internal/external assessment entries- The programme leaders ensure learner/unit information is given to the Exams officer. The Exams officer makes all internal and external assessment entries by the published deadline dates.
- Unit Certification and End of programme Certification- The programme leaders will provide internally assessed and verified unit results to the Quality Nominee and Exams officer who will then input unit grades in via Edexcel online. All BTEC internal grades must be submitted by **Friday 5th July 2024**.

In the event of any school closures or staff absences, St Thomas More High School will:

- Ensure that a member of the senior leadership team provides support and guidance to the Examinations Officer and ensure that the integrity and security of examinations and assessments is maintained throughout
- Enable the Deputy Headteacher in charge of exams to be able to access and upload learner grades into the Pearson system in case the Examinations Officer is absent. The Head of Centre will also have access too
- Follow the escalation process which means that if the Head of Centre or Deputy Headteacher with oversight of examinations should be absent the Examinations Officer will seek guidance and support from the next senior member of staff in the following order:
For all exams- Deputy Headteacher and Director of Learning and Progress
For all A-level exams/ Level 3 BTEC- Director of Sixth Form
For all GCSE exams/Level 2 BTEC- Director of Teaching and Learning

[Entries & information manual](#) | [Pearson qualifications](#)

This policy should be read in conjunction with the schools Exam Policy and Exam Contingency Plan. This policy will be reviewed every 6-12 months by the Quality Nominee which is currently Mrs E Hinkins.